

RSU #63

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| a. NEPN/NSBA Code: | GCFB-R |
| b. Title: | Recruiting and Hiring of Administrative Staff - Administrative Procedure |
| c. Author: | Board of Directors |
| d. Replaces Policy: | |
| e. Date Approved: | 04/26/2021 RSU #63 |
| f. Previously Approved: | 04/28/2014 |
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| h. Responsible for Review: | Board of Directors/Policy Committee |
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| | 03/14/2021 Superintendent |
| j. References: | Policy GCFB |
| k. Narrative: | |

These procedures implement the RSU 63 Board of Director's (the Board's) policy GCFB and are designed to establish a thorough, efficient, and nondiscriminatory practice for the recruiting and hiring of the most qualified candidates for administrative positions.

A. Job Description Development/Review

To ensure that a written role description of the vacant position accurately represents the current functions and needs, the Superintendent/designee (the Board in a Superintendent search) is to:

1. Conduct a review of the job description, with input from persons affected by the position. If no job description exists, one will be developed prior to initiating the recruitment phase;
2. Include the criteria (skills, knowledge, abilities) required to perform the duties/responsibilities of the position; and
3. List the minimum qualifications (training, education, and experience) for the position.

B. Recruitment

To attract a strong pool of qualified candidates, the Superintendent/designee is to advertise (except in the circumstances described in L below) by:

1. Posting a notice of the vacancy within the District and on job search website;
2. Placing a display advertisement in appropriate print media, considering at least one appearance in a major Maine weekend or Sunday paper; and at colleges and universities in Maine and other states, and the Maine Department of Education.

C. Screening

To ensure that a fair and efficient screening process will occur, the Superintendent/designee is to:

1. Ensure all applications are reviewed by more than one individual, with attention given to an unbiased regard for the criteria and qualification in the job description;
2. Appoint a screening panel with representation as deemed appropriate to the particular vacancy;
3. Provide orientation on confidentiality and equity issues to screeners;
4. Eliminate all candidates who do not meet the minimum qualifications;
5. Conduct preliminary reference checks, as appropriate;
6. Select candidates for interview based on the degree to which they meet the criteria and demonstrate the skills, knowledge, and abilities outlined in the job description; and
7. Notify applicants not selected for the interview.

- D. Interviewing**
To ensure that the interview process will be conducted in a legal and proper manner, the Superintendent/designee is to:
1. Appoint an interview panel (may be the same persons who serve the screening function) with representation as deemed appropriate to the particular vacancy;
 2. Provide orientation on the process, including the function and extent of responsibility of the panel, the weighting of criteria, and the nomination/hiring procedure; and
 3. Conduct training to ensure that panel members are aware of the legal aspects of interviewing, including confidentiality and equity issues.
- E. The Interviewing Panel is to:**
1. Design interview questions, which match the criteria and the duties/responsibilities outlined in the job description; and
 2. Provide equal opportunity for the candidates to respond to the same questions/questioners.
- F. Selection – The Interview Panel is to:**
1. Individually assess the candidates according to their answers to the job description-related questions, rating and commenting on each using a specially prepared form corresponding to the questions/criteria; and
 2. Submit a report to the Superintendent, including the individual rating forms as well as a list (usually 2 to 4) candidates to be considered further for the position.
- The Superintendent/designee is to:
- i. Have reference contacts made, as appropriate, to check perceived strengths and weaknesses of the candidate;
 - ii. Review the material on the finalist candidates to determine whether additional information is needed;
 - iii. Conduct final interviews of any or all finalists, as deemed necessary;
 - iv. Select the most qualified candidate who fits the criteria and the duties/responsibilities outlined in the job description, based on his/her own professional judgment along with those of the interview panel (or reject all finalists, reopen the position, and begin the process anew); and
 - v. Have any further reference checks made, as appropriate.
- G. Nomination/Employment – The Superintendent is to:**
1. Notify and obtain agreement of the successful candidate, pending Board approval;
 2. Inform the interview panel; and
 3. Nominate and employ the successful candidate in accordance with state law and local policies,
- H. Notification – The Superintendent/designee will:**
1. Notify the nominee of the Board approval and employ the administrator; and
 2. Notify the other candidates interviewed.
- I. Orientation and Support**
To ensure the new administrator is provided with the proper information about the school/district system and job expectations, the Superintendent/designee is to provide an orientation that includes expectations of the duties/responsibilities of the position along with the policies and procedures of the respective district(s).

- J. Record Keeping**
To ensure confidentiality of employee and applicant records, the Superintendent is to provide, for a period of three (3) years, the storage, in secure files, of all applications and documentation of the hiring, screening, and interviewing process.
- K. Confidentiality**
To ensure confidentiality is permanently maintained throughout and following the hiring process, the Board, all employees involved, and any other participants are to maintain absolute confidentiality about candidates, including names, in accordance with state law (20-A MRSA § 6101). The Board is to assume responsibility through the Superintendent for providing adequate orientation at appropriate stages of the process, including that following completion.
- L. Hiring of Current Employees**
The Board may forego one or more of the steps set forth in section B-E of this procedure and appoint a person who is currently employed by the District to fill an administrative position only if the Superintendent, after consultation with the Board concerning the search, determines the following circumstances exist:
1. The currently employed candidate is exceptionally well qualified for the position; and
 2. The decision to forego all or part of the recruitment and screening process will not detract from the goals of this policy.